Discontinuing a Program/Plan Stack

This guide will cover:

- How to discontinue a student’s program/plan stack

Step One

Navigate to the Student Records page by using the following breadcrumb:

Step Two

On the search criteria page, enter search criteria for the student whom you want to review their information.

Click Search

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.
Step Three

If the student only has one CPP Stack: The system will take you directly into the student’s active record if the student has only one CPP stack.

If the student has multiple CPP stacks: review the existing stacks on your student to determine which Student Career Number to modify then select your intended stack.

Step Four

On the Student Program tab, click on the (+) sign to add a new record.

Click in the Effective Date field and enter the effective date of the change. Use the following methodology to determine what effective date to use:

- If you are updating an existing program plan stack and the program/plan will be discontinued after the current term then use the day after the current term ends as the effective date of the discontinue row.
• If you are updating an existing program plan stack and the program/plan should be discontinued prior to the current term and the request is submitted before the census date then use the day before the start of the current term as the effective date of the discontinue row.

• If you are updating an existing program plan stack and the program/plan should be discontinued prior to the current term and the request is submitted after the census date then use the day after the current term as the effective date of the discontinue row.

**Step Five**

Click on the Program Action magnifying glass and select **DISC - Discontinue**. Then click on the Action Reason magnifying glass and select the reason for the discontinue status. If the reason is not listed leave the value blank.

**Step Six**

Click on the **Student Plan tab** to add the Academic Plan information.

The original academic plan associated with the program plan stack may have been removed. Click on the magnifying glass next to **Academic Plan** to select the desired academic plan from the list of available values. If more than 300 rows are returned use the Academic Plan search parameters to reduce the number of rows returned.

*Things to Keep in Mind:*

The Requirement Term should default to the requirement term value from the Student Program tab. If it does not click on the Requirement Term magnifying glass and select the requirement term.

If a student had multiple academic plans prior to the plan change row and only one of the plans needs to be changed please make sure to reattach the other academic plan to new effective dated row click on the plus sign (+) to add a new row.
**Step Seven: Follow step if there is an Academic Sub-Plan. If not, skip to step eight.**

Click on the **Student Sub-Plan tab**. If multiple Academic Plans exist use the left and right arrows to find the Academic Plan needing an Academic Sub-Plan change.

Click on the magnifying glass next to Academic Sub-Plan to select from the list of available values. Then click on the magnifying glass for Requirement Term and select the same Requirement term entered on the Academic Plan Tab.

***Remember not all academic plans have sub-plans***

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**Step Eight**

Click **Save**.